



STATE OF WISCONSIN DEPARTMENT OF MILITARY AFFAIRS TRANSFER OPPORTUNITY



July 17, 2018

SCHEDULE AND PAY RANGE: 07-04

CLASSIFICATION: Grant Specialist

TYPE OF VACANCY: Permanent Classified/Full-Time

LOCATION: Madison, WI

SUPERVISOR: Jeff Whittow

CONTACT: Allisa Brown, Allisa.Brown@Wisconsin.Gov or 608-242-3164

WHO MAY APPLY: Employees within the DMA who are in a pay range counterpart to 07-04, those who have reinstatement eligibility to this level, and those at a higher level for voluntary demotion.

JOB DUTIES: The Grant Specialist position provides the agency broad fiscal support with respect to investigation, enforcement and compliance for federal and non-federal programs.

- Interpret, analyze, and implement financial administration for federal and state grant-in-aid programs.
- Monitor Sub-recipient certified audit reports to ensure federal grant funds were used in accordance with OMB Super Circular Subpart F of 2 C.F.R Part 200.
- Provide financial consultation to the program managers for the state and local planning grants.
- Ensure Division is compliant with federal reporting requirements under the Federal Funding Accountability and Transparency Act (FFATA)

SPECIAL REQUIREMENTS: Must be able to pass background check due to fiduciary responsibilities of position.

HOW TO APPLY: If you are interested in being considered for this position, please submit a current resume and a letter of interest describing how your training, education and work experience has prepared you for the duties and responsibilities of this position. Submit these materials by way of email to the contact listed above.

To ensure consideration for this position, please submit materials by 11:59 pm on Thursday, July 19, 2018. Questions can be directed to the contact listed above.